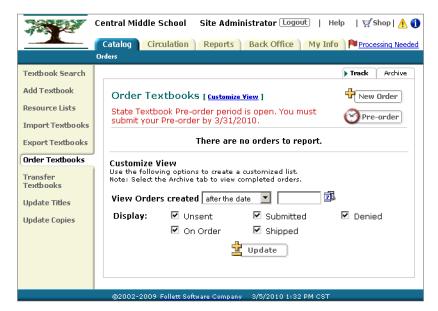


# Quick Help for textbook pre-ordering at your school

### Creating your pre-order

#### State Textbook Pre-order period is open

You must submit Pre-orders to the State Textbook Office by 2/25/2010. Days to submit your Pre-order: 28 As a school textbook coordinator, Destiny will display a message reminding you that the pre-order period is open when you log in. The message includes the date your pre-order is due and the number of days remaining in the pre-order period. Once you submit your pre-order, Destiny will no longer display the message.



To create your pre-order, open Order Textbooks in the Catalog and click Pre-order

Destiny opens the **New Pre-order** screen.

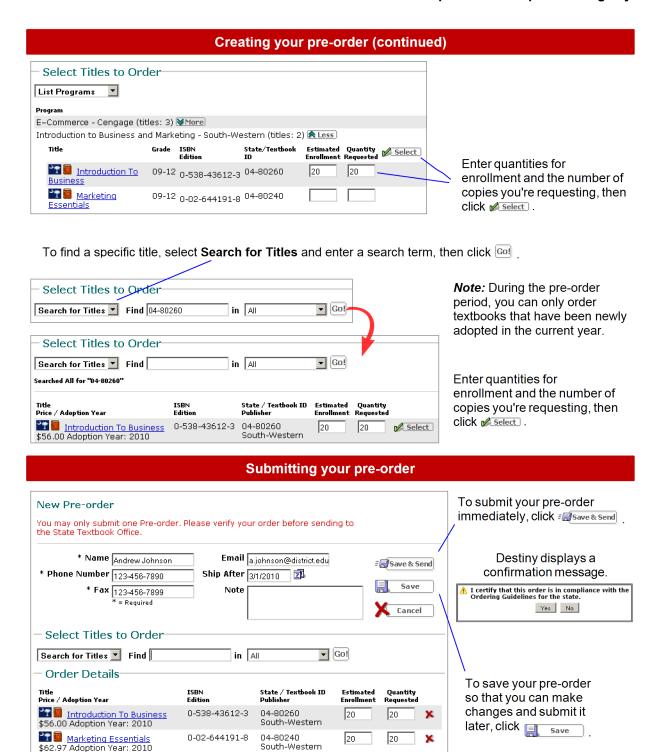
New Pre-order	I
You may only submit one Pre-order. Please verify your order before sending to the State Textbook Office.	
* Name Andrew Johnson  * Phone Number   123-456-7890   Ship After   3/1/2010   Save   Save	ı
Select Titles to Order	١
List Programs 🔻	•
Program	_
E-Commerce - Cengage (titles: 3) More	_
Introduction to Business and Marketing - South-Western (titles: 2) More	

Enter your contact information.

Destiny displays the programs available for you to proder at the bottom.

To see a list of titles in a program, click **More**.





# **Submitting your pre-order (continued)**

Once you submit your pre-order, Destiny displays it under **Submitted** on the **Track** tab of **Order Textbooks**. The State Textbook Office has several options for handling your submitted pre-order. They can:

- Approve the order just as you sent it. Once approved and finalized, the order moves to **On Order**. When the order is fulfilled, it moves to **Shipped**.
- Adjust the quantities of some or all of the titles in your order, and then approve it. Once approved and finalized, the order moves to **On Order**. When the order is fulfilled, it moves to **Shipped**.
- Revive the order (send it back to your school for you to make changes and resubmit it). Destiny moves
  your order to Unsent.
- · Deny all titles in your order. Destiny moves your order to Denied.

## **Tracking your shipments**

Until the State Textbook Office ships your order, Destiny displays it in the **On Order** section of the **Track** tab of **Order Textbooks**.

